

City Of Dunedin, Florida
Class Description

Job Title: **Deputy City Manager**
City Manager's Office

GENERAL STATEMENT OF JOB

Under administrative direction, plans, directs and supervises the operational departments of the City, specifically Public Works & Utilities, Fire, Parks & Recreation, Library, ensuring compliance with all applicable policies, procedures, laws and regulations. Coordinates the preparation and implementation of the City's long-term Strategic Plan and Quality Improvement Program, and provides administrative support and assistance with major initiatives and special projects as assigned. Acts as City Manager in his/her absence. Performs related work as directed. Reports to the City Manager.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbent(s) of any particular position.

Supervises the operations of the City's Public Works & Utilities, Fire, Parks & Recreation, Library departments; directs and supervises duties of assigned staff. Supervisory duties include instructing; assigning, reviewing and planning work of others; maintaining standards; coordinating activities; allocating personnel; selecting new employees; acting on employee problems; approving disciplinary action, and recommending employee transfers, promotions, discharge and salary increases.

Motivates and provides leadership to a diverse group of professionals. Reviews the work of subordinates for completeness and accuracy; evaluates and makes recommendations as appropriate; offers advice and assistance as needed. Provides input on annual employee evaluations.

Develops and implements approved administrative policies and procedures.

Assists with the development and administration of the department's annual budget; monitors and approves major expenditures.

Monitors, analyzes and makes recommendations regarding various City issues and problems as directed.

Prepares and presents items and issues for consideration by the City Commission, City staff and City residents.

Provides administrative follow-up and monitoring of City Commission requests and actions; advises the City Commission of operational issues and work impacting City residents and business owners.

Plans, negotiates and monitors City franchise agreements.

Manages the maintenance and acquisition of City properties as assigned.

Coordinates the preparation, updating and implementation of major programs and projects.

Deputy City Manager, City Manager's Office

Serves as liaison to various City organizations, councils and committees as required; chairs special committees and projects as assigned.

Maintains effective City public relations through positive contact and cooperation with the news media, community and City officials and employees.

ADDITIONAL JOB FUNCTIONS

Performs the duties of City Manager in his/her absence.

Attends and participates in City events.

Performs routine clerical work as required, including but not limited to answering the telephone, typing reports and correspondence, copying and filing documents, etc.

Performs related duties as required.

Minimum Training and Experience

Requires a Master's degree in business or public administration, supplemented by a minimum of seven years of progressively responsible experience in municipal administration. Prior experience as a department director is preferred.

An equivalent combination of education, training and experience that provides the required knowledge, skills and abilities may be considered.

Special Requirements

Must possess a valid Florida driver's license with a good driving record.

Performance Indicators

Knowledge of Job: Has thorough knowledge of the methods, procedures and policies of the City of Dunedin as they pertain to the performance of essential duties of the Deputy City Manager. Knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Working knowledge of Public Works & Utilities, Fire, Parks & Recreation, and Library operations. Possesses a working knowledge of the administrative principles involved in developing, directing and supervising various programs and related activities. Has thorough knowledge of terminology and related professional languages used within the department as such pertain to work responsibilities. Has knowledge of proper English usage, grammar, vocabulary and spelling. Knowledge of and skill in the use of modern office equipment, including computers. Ability to work under moderately stressful conditions related to balancing multiple projects within the constraints of time available, personnel capabilities, financial resources, and political considerations. Ability to react professionally at all times, handling sensitive situations with tact and diplomacy. Is able to apply supervisory and managerial concepts and principles. Has the ability to plan and develop daily, short- and long-term goals related to organizational purposes. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Has the ability to plan, organize and prioritize daily assignments and work activities. Is able to read and interpret complex materials pertaining to the responsibilities of the job. Has the mathematical ability to handle required calculations. Ability to compile, organize and utilize the financial information necessary in the preparation of the departmental budget, as well as prepare and monitor the budget. Ability to make public presentations in an articulate manner. Clearly understands any occupational hazards and adheres to all safety precautions inherent in performing the essential functions of the work. Has the ability to speak and understand the English language.

Performance Aptitudes

Data Utilization: Requires the ability to coordinate, manage, strategize and/or correlate data and/or information. Includes exercising judgment in determining time, place and/or sequence of operations. Includes referencing data analyses to determine necessity for revision of organizational components.

Human Interaction: Requires the ability to function in a director capacity for a major organizational unit requiring significant internal and external interaction; requires the ability to apply principles of negotiation, and performs such in formal situations within the context of legal guidelines. Knows how to train, assist, motivate and provide leadership to a diverse group of professionals. Ability to perform employee evaluations and to make recommendations based on results. Ability to maintain effective relationships with Commissioners, City Manager, personnel from other departments, business owners, professionals from other entities, and members of the public through contact and cooperation. Possesses the ability to negotiate among different constituency groups with diverse interests to achieve a shared understanding and commonality of purpose.

Equipment, Machinery, Tools and Materials Utilization: Requires the ability to use, operate and/or handle equipment such as a computer, recorder, copier, calculator, telephone.

Verbal Aptitude: Requires the ability to use a variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; calculate decimals and percentages; to use principles of basic probability and statistical inference.

Functional Reasoning: Requires the ability to apply principles of logical or synthesis functions. Ability to deal with several concrete and abstract variables, and to analyze major problems that require complex planning for inter-related activities that can span one or several work units. Is able to make sound, educated decisions based on the information and facts present.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity required in critical and/or unexpected situations involving moderate risk to the organization. Is able to assemble and analyze information and make written reports and records in a concise, clear and effective manner.

ADA Compliance

Physical Ability: Tasks involve the ability to exert a small amount of physical effort in sedentary to light work involving moving from one area of the office to another; some positions require sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as data entry, filing and/or the use of office equipment or supplies.

Sensory Requirements: Some tasks require visual and auditory perception and discrimination as well as oral communications ability.

Environmental Factors: Tasks are regularly performed without exposure to adverse environmental conditions. Tasks may require extensive VDT exposure.

The City of Dunedin is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

City Manager

Date